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ABSTRACT

This step by step booklet aims to help individuals with the decision-making processes in choosing careers. First, in the "Dreaming" phase, readers are asked to list all possible careers they would ideally like to pursue. Next, a "Self-Assessment" should be done, in which the realities of life circumstances are also considered in weighing what is realistic and within actual range of possibilities. The first area to be assessed is values. Activities on ideal lifestyle values and an inventory of work values are provided. Finally, suggested processes for researching careers are included. A listing of possible resources, including the Office of Disability Services, the Counseling Center, and the Office of Cooperative Education, is provided. The manual also offers suggested informational interview questions for individuals who wish to pursue that method of researching career options. Other suggestions are offered, such as visiting the career library and reference library. Appendix A includes an extensive career library reference list of suggested literature, workbooks, software, and videos. (JJL)

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ED 449 876

NARROWING DOWN THE WORLD OF WORK:

A CAREER DECISION MAKING WORKBOOK

Provided by the Office of Disability Services

Springfield Technical Community College

JC 940533

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Office of Educational Research and Improvement
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INTRODUCTION

Trying to make a decision about what kind of career you would like to do for the rest of your life can often times be a very frightening process. There are so many occupations to chose from that choosing the "right" one for yourself can be a very overwhelming process. The positive side however, is that there are some very easy steps that you can take to help ease your anxiety while at the same time allowing you to make some very wise and informed career decisions. This booklet is designed to help you with this very process. Read through it and do the activities that will help you over the obstacle(s) you are currently facing. Remember though, this is not designed to give you the answers, but to facilitate the career decision making process. Ultimately you must be the one to choose what you will do with your future. It is not an impossible task, but instead one that requires a great deal of commitment on your part. Good luck with your journey!! If you should need more guidance, don't forget to contact one of the counselors in the Office of Disability Services at (413) 755-4551.

DREAMING: THE STARTING BLOCK

When you were a young child and someone asked you what you wanted to do when you grew up, do you remember what you told them? Further, did you actually ever wind up doing this job? Regardless of whether or not you have actually accomplished your childhood dream is not the point. What really matters is that you dared to dream that you could and you would accomplish what you imagined.

Dreaming and using your imagination are perhaps the best ways to begin to choose the career that might be best suited for you. Take a minute to brainstorm. Think about all of the things that you would like to do for an occupation. Don't think about whether you would be good or bad at them; or if you have the education to do the job; or if the job will produce a large enough income to meet your lifestyle etc. Leave all of the boundaries behind you and just dream. For now, allow yourself to just think about every possible job that you have any kind of interest in doing. On the lines provided below write down those jobs which come to mind.

After you have brainstormed all the occupations that interest you, it would be to your benefit to prioritize them by simply numbering them, with #1 as the career you find most interesting.

OCCUPATIONS OF INTEREST

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SELF-ASSESSMENT: THE REALITY

Now that you have given yourself time to dream, you need to begin to focus in on the realities of your life circumstances. The time has come to look within yourself and find the career that is best suited for you. This can be done best by matching your personality with what you want from life. This process, otherwise known as self-assessment, is perhaps one of the most vital parts of your career search. You will be much happier in a career that suits your lifestyle and personality as well as your interests instead of one that does not. Therefore, the activities that follow on the next few pages will be extremely valuable to you as you continue on your journey.

WHAT DO YOU VALUE???

One way to begin the self-assessment process is to evaluate what you value. Values can be defined as the amount of worth or importance that a person gives to something. Therefore, when dealing with the career development process, it is vital that you understand what components of life and work are most important to you. Understanding what components you put less value on will be important information as well. When you can understand what you value in a career, you will be more satisfied with your life in general.

Life Style Values

Clarifying what you value from your life is not always an easy process. It can take time. To begin to help you get a better grasp on what your values are, it might be easier to break down the process into smaller segments. Begin by learning what things are important to your **life style**. This is very essential because if you can determine what you need to be happy in life, you will be able to ensure that these elements are included into your work environment. For example, if you find that you truly value your time alone, you would not want to chose a career such as a doctor where you would probably be on call often and be around people all of the time. An occupation such as this would allow for very little time alone.

Below is a survey designed by Bowling Green State University (Allen, P and Nagy, E.; 1995) that will assist you in beginning to understand what your life style values are. By reading through the survey and ranking how you feel about each item, you will learn what is most important to you. You will also begin to know what components are not important to you. When you have finished the survey, list the top four items you feel are most important to you and the top four which have no importance to you. Use this information when you begin to do some career research.

IDEAL LIFE STYLE INVENTORY

Live in a house:
_ Very Important _ Moderately Important _ Not Important

Live in a Rural Area:
_ Very Important _ Moderately Important _ Not Important

Entertain at Home:
__ Very Important __ Moderately Important __ Not Important

Spend Money:
__ Very Important __ Moderately Important __ Not Important

Frequent Travel:
__ Very Important __ Moderately Important __ Not Important

Have Many Possessions:
__ Very Important __ Moderately Important __ Not Important

Have Lots of Money:
__ Very Important __ Moderately Important __ Not Important

Live Close to Recreation:
__ Very Important __ Moderately Important __ Not Important

Live Near Cultural Centers:
__ Very Important __ Moderately Important __ Not Important

Political Activity:
__ Very Important __ Moderately Important __ Not Important

Access to Movies, Restaurants:
__ Very Important __ Moderately Important __ Not Important

Active Member in Community:
__ Very Important __ Moderately Important __ Not Important

Time Alone:
__ Very Important __ Moderately Important __ Not Important

Access to Education:
__ Very Important __ Moderately Important __ Not Important

Live in Constant Climate:
__ Very Important __ Moderately Important __ Not Important

Live Near Place of Work:
__ Very Important __ Moderately Important __ Not Important

Work Only for Money:
__ Very Important __ Moderately Important __ Not Important

THE MOST IMPORTANT LIFE STYLE VALUES

_____
_____
_____
_____

THE LEAST IMPORTANT LIFE STYLE VALUES

_____
_____
_____
_____

WORK VALUES

Beyond knowing what you value in life, it will become important in your quest for a career to understand what you value from work. What is it exactly that you need to get out of your work? Do you need to be able to work with people in your job to feel successful? Do you need to be in a position of authority? Both? Neither? There is no right or wrong answer to what you need to get out of the career you choose, only that you must want to get something from your work. In essence, understanding what will satisfy you in a job will further help you direct your career choice. If you are able to pinpoint what exactly you want to accomplish through work, and you incorporate these values into the career you choose, you will be motivated, happy and satisfied with your career decision.

To help you get started with this task, Oakton Community College has compiled a list of values that provide job satisfaction. Read through the list and put a (+) next to those things you think you would like to have in your job. Then put a (-) next to those things you do not want in a job. There very well may be things that you are feeling indifferent about in this list. Just leave those blank. When you are finished, highlight the top four items you will value and want to get out of your job. Then, with a different

color highlighter, mark the top four you would not want in your job. When you continue with the career process, keep these in mind. You will want to make sure that these characteristics are addressed in your research.

WORK VALUES INVENTORY

1. **HELP SOCIETY**-do something to contribute to the improvement of the world I live in
2. **HELP OTHERS**-provide service to other people in a direct way, individually or in small groups
3. **PUBLIC CONTACT**-visibly work with others on a daily basis
4. **WORK WITH OTHERS**-visibly work as a member of a team toward common goals
5. **AFFILIATION**-be recognized as a member of a particular organization or department
6. **FRIENDSHIPS**-develop close personal relationships with colleagues as a result of work
7. **COMPETITION**-engage in activities where there are win/lose outcomes (sales)
8. **MAKE DECISIONS**-have the power to decide courses of action, policies
9. **WORK UNDER PRESSURE**-work in situations where time pressure is prevalent or the quality of work is constantly judged
10. **POWER AND AUTHORITY**-control work activities or opinions of other people
11. **INFLUENCE PEOPLE**-change attitudes or opinions of other people
12. **WORK INDEPENDENTLY**-do projects alone without other people
13. **KNOWLEDGE**-strive to constantly learn about information, truth and understanding
14. **INTELLECTUAL STATUS**-be regarded as an "expert" in the field
15. **GENERAL CREATIVITY**-create new ideas, programs or organizational structures, not previously developed by others
16. **ARTISTIC CREATIVITY**-develop new art in a fine arts field such as music, photography, painting, or sketching
17. **AESTHETICS**-appreciate the beauty of the environment around you
18. **SUPERVISION**-be directly responsible for work done by others
19. **CHANGE AND VARIETY**-work responsibilities frequently change in content and setting; unstructured work environment
20. **PRECISION WORK**-work in situations requiring exact measurements to be attained with machinery or tools
21. **STABILITY**-work environment involving routine activities; guaranteed work hours
22. **SECURITY**-assurance of keeping my job within reasonable payment for services
23. **FAST PACE**-environment where the work must be done quickly at a high pace of activity
24. **RECOGNITION**-people are aware of my accomplishments

25. **EXCITEMENT**-experience high degree of stimulation in my work
26. **ADVENTURE**-work duties require physical or mental risk-taking
27. **PROFIT/GAIN**-likely to accumulate large amounts of money or other material gain
28. **INDEPENDENCE**-able to determine the nature of work without significant direction from others
29. **MORAL FULFILLMENT**-my work is contributing to a set of moral standards which I feel are important
30. **LOCATION**-life in a town, city or other geographical area conducive to my lifestyle which allows me to do the things I enjoy the most
31. **COMMUNITY**-live in a town/city/region where I can get involved in local programs and issues
32. **PHYSICAL CHALLENGE**-a job that requires physical exertion
33. **TIME FREEDOM**-responsibilities I can carry out according to my own time schedule
34. **HONESTY**-being frank and genuinely yourself with everyone
35. **TRAVEL**-involved with frequent out-of-town travel
36. **COMMUTE**-place of employment that is near my home (less than 1/2 hour away)
37. **EARLY RETIREMENT**-able to stop working before age 65 with a good pension
38. **ADVANCEMENT**-work that offers many opportunities for continued education and professional training
39. **WORK ENVIRONMENT**-pleasant, comfortable, quiet
40. **TRUSTWORTHINESS**-ability to be honest, straightforward and caring
41. **RELIGIOUS FAITH**-having a religious belief
42. **LOYALTY**-maintaining allegiance to a person, group, or institution
43. **JUSTICE**-treating others fairly or impartially, conforming to truth, fact, or reason
44. **EMOTIONAL WELL-BEING**-peace of mind, inner security, ability to recognize and handle inner conflicts

RESEARCH: THE FINAL STEP

Congratulate yourself!!! You have done quite a bit of work in your quest to find a career that is best suited for you. However, you are not finished. The final step in the career development process is to do some research. Like anything else, if you gather all the information you can, you will be able to make an informed decision. This is absolutely true when you are trying to decide on an occupation. Without doing this final step, you will not have all the information you need to make that informed decision. Therefore, all of the work you have done up to this point will not have paid off.

So, where do you begin? The good news is that you have a lot more information

than you realize. All you need to do is go back to the beginning of this workbook where you first started to brainstorm about careers that were interesting to you. Choose one of those careers out of that list that you would like to research and begin.

AVENUES TO DOING CAREER RESEARCH

You can find information on a particular career in several different ways, and the good news is that for the most part you will not even have to leave Springfield Technical Community College to it. Below is a list of avenues that you can use to do your research. **REMEMBER THAT WHEN DOING YOUR RESEARCH YOU WILL WANT TO KEEP IN MIND THOSE THINGS WHICH YOU VALUE IN LIFE AND WORK. MAKE SURE THAT MOST OF THESE VALUES WILL BE ACHIEVABLE IN YOUR CAREER.** If you can not maintain the life and work style you are looking for then perhaps you need to research another career on your list.

OFFICE OF DISABILITY SERVICES AND THE COUNSELING CENTER

The Office of Disability Services along with the Counseling Center are staffed with experienced counselors who can help you as you begin to research a career. The counselors in both of these offices will be able to provide you with excellent assessment tools as well as references and contacts for your informational interviewing process.

COOPERATIVE EDUCATION

The Office of Cooperative Education is an excellent resource for you as you do your career research. The staff in this office will be able to assist you with much of your career exploration as they will be able to direct you toward valuable research resources and may be able to give you references to use in the informational interviewing process.

THE INFORMATIONAL INTERVIEW

When you are doing research on a specific career, the informational interview is one of the most valuable ways that you can find out information. The informational interview is exactly that-- an interview where you speak to someone doing the career you are researching. You should set up an appointment that**should last no long than a half hour** to discuss the specifics of his/her job. Because the staff in the Offices of Disability Services, Cooperative Education and the Counseling Center may have access to many employers, it is advised that you meet with a counselor before you set up an interview.

Below is a series of questions (Bowling Green State University, 1995) that may be helpful to you when you prepare for your informational interview. This list is not considered complete but instead a beginning point. You are encouraged to add any questions that you feel would be valuable to you in your research.

INFORMATIONAL INTERVIEW QUESTIONS

1. How did you get into this occupation?
2. What steps did you take to get where you are now?
3. What methods did you use to find work in the occupation you are in?
4. How did you become interested in this occupation?
5. What attracted you to this particular occupation?
6. What are the entry-level positions that a person might qualify for in this occupation?
7. What is the progression of jobs from the beginning to the top?
8. What does the company expect you to do in this job?
9. What are the responsibilities in this job?
10. What are the characteristics of a person who is successful in this type of work?
11. What products/services does your company produce?
12. Are there any special concerns that a person should be aware of in this occupation?
13. What skills, abilities, and personal qualifications does a person need for this position?
14. What type of preparation, education, training or background do you need for this job?
15. Do you need a certain degree or license for this job?
16. What is it about this job that gives you personal satisfaction?
17. What are the frustrations about your job?
18. What is the best thing about working here?

19. How much time do you spend at work?
20. Does the amount of time you spend at work effect your personal time?
21. What are the beginning, average and top salaries of people in this occupation?
22. Who makes the decision on how the work will be done in your department?
23. What are the lines of authority in your company?
24. What is a typical day like for you?
25. What other occupations are closely related to this job?
26. Could you suggest any temporary, part-time, or summer work experiences that would help a person get ready for this career?
27. How secure is employment in this field?
28. What types of changes do you see in this field in the next few years?
29. What other advice or information could you give to a person considering a job in this career?
30. Is it all right to contact you for another interview if I need more information in the future?

CAREER LIBRARY

One way to do your research is to visit the career library that the Office of Disability Services was able to compile for your use. The library is located in the Adaptive Lab in Building 27 on the second floor. This library has many books, videos, worksheets and software programs to help you find all of the information you will want to know about a particular career. Please refer to Appendix A of this workbook for a complete listing of available materials. The library is open to all students at STCC and can be accessed Monday through Friday from 8:00am to 3:45p.m. For more information about the career library call (413) 755-4551.

REFERENCE LIBRARY

The library which is located on the first floor of Building 27 also has many references that would be helpful to you in your research process. Some of the books in the reference library may also be available in the career library offered by the Office of Disability Services. However, the library has many other books that are not available in the career library.

CONCLUSION

You have now finished the task of learning how to narrow down your career choices.

For some, the journey has been successful and you have reached some solid conclusions about what you might want to have as a career when you finish at STCC. For others, the discovery process may not be over. While you may have been able to begin to narrow down your career choices, you still have not come to a final decision. This too, is fine. Continue working on it. Continue to follow the steps outlined in this book: Dream, Self-Assess, and Research. If you continue to use this process, in time you should narrow down the career path. However, if after doing the activities within this workbook you are still feeling really overwhelmed, you may want to contact a counselor at (413) 755-4551 to help you get back on track.

Career Library Reference List

APPENDIX A

BOOKS
Job Searching Skills

Adams (1996). *Adams cover letter almanac.*
New edition. Like Adams Resume Almanac and Adams Job Almanac, this book is big (735 pages), and very nicely done. There are 600 samples of cover letters, including responses to classified ads, responses to "blind" ads, "cold" letters, follow-up letters, information requests, thank you letters, responses to rejection, "resurrection" letters, acceptance letters and more. Also gives the 10 key ingredients of a successful cover letter, the 20 most common blunders, etc. Indexed.

Adams (1997). *Adams electronic job search almanac.*
Geared toward computer users of all levels, this easy-to-use resource covers all aspects of job hunting, including finding over 450,000 current job openings using the internet, bulletin board systems and other online resources; taking advantage of career services offered by commercial online providers; networking with peers via special interest groups and newsgroups; creating and posting an electronic resume; researching potential employers and using the Web to clinch job interviews. Very comprehensive and up-to-date.

Kennedy, J.L. (1996). *Cover letters for dummies.*
Offers tips and techniques for letters geared toward a variety of job hunt situations such as inquiring about positions, asking for additional information, requesting an interview, salary history issues, and thanking interviewers for their time. Includes

suggestions on how to make a cover letter stand out in a crowd and provides over 75 examples of cover letters and other job hunt letters that work, plus how to answer newspaper ads, send letters to employment agencies, "cold-call letters," and more.

Elderkin, K. W. (1989). ***How to get interviews from classified job ads.*** **Manassas, VA: Impact.**
Shows job hunters how to respond effectively to classified job advertisements in newspapers and magazines.

Lefkowitz, R. (1997). ***WOW! Resumes for administrative careers.*** **New York: McGraw-Hill.**

Administrative assistants, secretaries, and other office workers: A resume book just for you is finally here! Going beyond basic "how-tos" this book is loaded with examples and checklists geared to the office professional. Discover how to hook an employer's interest with just the first few lines, enhance job descriptions using a simple formula, transform even menial work into impressive tasks, and create cover letters that sing.

Marcus, J. J. (1996). ***The resume doctor: How to transform a troublesome work history into a winning resume.*** **New York: HarperCollins.**
For those who are currently unemployed or have a history of unemployment, those nearing retirement, those who have undergone a recent decrease in responsibility, those with a record of job-hopping, a history of unrelated positions, or various other work history problems, this book can be a lifesaver. Marcus offers reassurance, creative ideas and detailed problem-specific strategies for showcasing anyone's strengths and successes while de-emphasizing problems.

Marino, K. (1993). ***Resumes for the health care professional.*** **New York: John Wiley & Sons.**
More than just guidelines for the health care professional's unique resume and cover letter, this book identifies job trends in the health care industry, illustrates effective job search techniques, and demonstrates how to prepare for an interview. Special advice for the health care student and recent graduate is given plus a lengthy list of health care and medical associations and their publications.

Nadler, B.J. (1994). ***Naked at the interview: Tips and quizzes to prepare you for your first real job.*** **New York: John Wiley & Sons.**
Many first-time job seekers face the same embarrassment and vulnerability that you may have felt if you ever dreamt you were suddenly naked in front of a crowd of people. Using a series of nine intriguing diagnostic tests, Nadler helps first-time job

seekers focus on their viable job skills and master the entire job search process. Each quiz is followed by practical advice on action steps and listings of many helpful resources. Combining humor and career counseling expertise, Nadler offers job hunters in today's grim job market both a laugh and a leg up on landing a job.

Noble, D. F. (1996). ***Gallery of best resumes for two-year degree graduates: A special collection of quality resumes by professional resume writers.*** **Indianapolis, IN: JIST Works.**
This book begins by citing 101 ways for making a better resume and ends with hundreds of examples of resumes, many provided by professionals who design resumes for a living. Unlike many resume books, where the examples are all authors, the diversity of sources is reflected in the wide range of examples shown.

Witt, M. A. (1992). ***Job strategies for people with disabilities.*** **Princeton, NJ: Peterson's Guides.**
The Americans with Disabilities Act (ADA) has opened the door for employment opportunities never before available to millions of people with disabilities- nearly one out of every five of our nation's adults! This definitive career book rings with sensitive and practical advice for getting your first job, being promoted, and making career changes. It will answer your questions about the law, career decisions making, and job finding as it tells the stories of real people with real jobs and shares their secrets of success.

Career and Major Choice References

Easton, T. A. (1996). ***Careers in science.*** **Lincolnwood, IL: NTC Publishing.**
This book provides all the information career changers and college students choosing a career in science need to select a profession and narrow it down to a job that suits them. Written by experts in the field, this book presents an overview of the profession, outlines job options, shows how to plan and prepare for the career, reports on salaries and benefits, education and training, advancement possibilities, long-term outlook, and resources for more information.

Farr, J. M. (1997). ***Top jobs for people without degrees.*** **Indianapolis, IN: JIST Works.**
Up-to-date descriptions for 111 major jobs, with details on growth projections, training required, and working conditions. Bonus career planning and job search section includes techniques proven to help find better jobs in less time.

Farr, J. M., Ludden, L. L., and Mangin, P. (1997).*The Enhanced Occupational Outlook Handbook.* Indianapolis, IN: JIST Works.
This book combines the best features of the Occupational Outlook Handbook (OOH) and the Dictionary of Occupational Titles (DOT). Based on the latest available data, the Enhanced OOH combines all job descriptions from the OOH with all 7,700 DOT job titles- AND complete DOT job descriptions for the 3,000 most important jobs. The result is a 700 page book that eliminates having to juggle two big reference volumes to find what you want. You get lots of additional career information from the DOT organized around the OOH's user-friendly occupational clusters.

Fasulo, M. and Walker, P. (1995).*Careers in the environment.* Lincolnwood, IL: NTC Publishing.
This book provides all the information career changers and college students choosing a career in the environment need to select a profession and narrow it down to a job that suits them. Written by experts in the field, this book presents an overview of the profession, outlines job options, shows how to plan and prepare for the career, reports on salaries and benefits, education and training, advancement possibilities, long-term outlook, and resources for more information.

Major decisions: The 150 most popular college majors
Major Decisions is the perfect tool for college-bound students or students wanting more information about a specific major. Detailing the 152 most popular majors, *Major Decisions* provides all the information students need to choose a course of study. Each major has a full one-page write-up with a complete description, plan of study, career opportunities, and other important information. The detailed information makes college and career searches more understandable and manageable. Researched, written, and extensively field tested by two experienced school counselors, *Major Decision* was developed using information supplied by hundreds of colleges and universities.

Sacks, T.J. (1997).*Careers in medicine.* Lincolnwood, IL: NTC Publishing.

Stair, L, B. (1996).*Careers in computers.* Lincolnwood, IL: NTC Publishing.

Swanson, B. (1995).*Careers in health care.* Lincolnwood, IL: NTC Publishing.
The above books provide all the information career changers and college students choosing a career in medicine, computers and health care need to select a

profession and narrow it down to a job that suits them. Written by experts in the field, these books presents an overview of each profession, outline job options, shows how to plan and prepare for each career, reports on salaries and benefits, education and training, advancement possibilities, long-term outlook, and resources for more information.

College Success Strategies

Adelman, P. and Olufs, D. (1990) (2nd ed.).*Assisting college students with learning disabilities: A tutor's manual.* Association on Higher Education and Disability.
This manual is designed for use by service providers and tutors working with students with learning disabilities. Included are suggestions for 1) determining problem areas, 2) helping students study effectively, 3) planning exam strategies, and 4) managing time. Also included is a sample tutoring program for spelling.

Dolber, R. (1996).*College and career success for students with learning disabilities.* Lincolnwood, IL: NTC Publishing.
This new guide helps Students With Learning Disabilities tackle all the critical issues of college and career. Dolber covers the college assessment and application process with an emphasis on the special needs of this group, plus finding and gaining admission to the right college, preparing cover letters and resumes, exploring career options, networking, interviewing, evaluating job offers and more. A clear format uses bulleted lists, checklists and other features for maximum accessibility and readability.

Marshall, B. and Ford, W. (1994).*The secrets of getting better grades: Study smarter, not harder.* Indianapolis, IN: JIST Works.
Millions of students of all ages do not reach their academic potential. Why? Because they need to study smarter. This is an excellent primer that helps students get better grades without studying longer. Give practical advice on taking a positive approach to your abilities, manage your time and study environment, working with your brain and not against it, listening and taking notes more effectively, becoming more efficient in your reading, writing better term papers and oral reports, and memory aids for peak performance on tests.

Subscriptions

Careers and the Disabled (3 year subscription)
This magazine is designed to present short articles and give information about various issues related to careers and how they involve people with disabilities.

Career Opportunities News (1 year/6 issues)
It's hard to imagine staying on top of trends in employment and career development without the help of this concise, high-interest newsletter. Each issue covers employment trends, free and inexpensive career materials, new reports and new books, fields with jobs, liberal arts education and careers, minority and women's interests, financial aid, and more.

Employment in the Mainstream (1 year)
This publication has been reporting on issues affecting the employment of people with disabilities since 1976. It tries to cover a great spectrum of issues important to individuals with any kind of mental or physical disability, employers, and rehabilitation professionals.

Resources from the Department of Education and Training

Career Moves: Your guide to growing job opportunities in Massachusetts.
This booklet provides descriptions of selected growth jobs, education and training requirements, wages and salaries, industries where the jobs are found, and information about career paths in the occupational field.

Directory of National Information Sources on Disabilities 1994-1995, Volumes 1&2.
This two volume directory provides names, addresses and phone numbers of a large number of agencies who handle every aspect of people with every type of disability.

Occupational Opportunities: Your guide to job prospects in Massachusetts.
This booklet identifies the fastest growing occupations and those projected to generate the most new jobs through 2005. An overview of the state's economic and employment structure is also included.

Worksheets from the Department of Education and Training

- Getting Started- Career Planning
- Selling yourself on paper- The Cover Letter
- Selling yourself on paper- The Resume
- D.E.T.- Helping you on your road to re-employment
- Landing the job you want- Interviewing
- Landing the job you want- Networking
- Selling yourself on paper- The Job Application

SOFTWARE

The Occupational Outlook Handbook on CD-ROM
For students doing Career Awareness activities, the OOH multimedia product will keep them interested as they explore the different groups of occupations to see what each includes. For students doing Career Exploration, they can use their assessment results or go to the Index to look up occupations "they've heard about". And, for students actually doing career planning, the detailed descriptions in the OOH can be searched using the keyword process to find all of the occupations that relate to their primary interests.

The American Sign Language Dictionary on CD-ROM (also comes with a Hardcover Dictionary)
This multimedia training combines 2,200 video clips and signs, learning games, animation and finger spelling. No book could be as effective in showing real people using these highly animated, metaphoric and visual words. Surpasses videotape by accepting command in five languages and can replay each word again and again. The CD-ROM includes a brief history of the language, which is estimated to be the third most commonly used language in the United States. The American Sign Language Dictionary on CD-ROM brings the highly acclaimed book to life, making it fast, easy, and fun to learn sign language.

Interview Skills of the Future

"Ask the Expert" exposes students to the interview process. "Recall-O-Rama" quizzes students... "Picto Puzzle" challenges students to uncover the hidden messages by correctly answering interview related questions. Pre and Post tests in each of the three modules measure concept mastery and presents the student with a "Certificate of Completion."

Nerves, Sweat and Fear: The Basics of Interview Preparation
This module focuses on the basic skills found in preparing for the interview. The essentials of resume writing and the application procedure are explored. This module emphasizes that when it comes to interview fright, the best defense is a good offense. A good offense begins with thorough preparation.

A Two-Way Street: Interview Skills in Action
Students are taken step-by-step through the interview process from the greeting through the interview close with this module. Topics such as what to wear, non-verbal behavior, and answers to common interview questions are all explored in the interactive CD format.

Special Interview Challenges: Minorities, Women and People with Disabilities
This section teaches a tactful and positive response to challenging interview questions for those groups having a hard time breaking through the traditional hiring barriers. A special emphasis is placed on avoiding the "victim" role. This CD acquaints the student with terms such as networking and informational interview. Ideal for students of any age.

Your Personal Trainer for the SAT
This CD-ROM creates a personalized training schedule to help students maximize their scores! Complete with five full SAT tests' worth of sample questions- and over 1000 on screen problems. This software includes extensive strategy sessions to help students improve in key subjects; workout sessions to allow students to practice what they have learned; 3D graphs to chart progress and compare scores to the national average of entering first-year students at over 300 colleges; two pre and post test booklets to let students simulate the actual exam away from the computer; and detailed score

reports to let students evaluate strengths and weaknesses.

Multimedia Study Skills
The only CD-ROM seen on this important topic. Organized into two modules: 1) Study Skills. Students tailor a program to cover learning styles, note taking, prime study times, reading, listening, remembering, and getting to the point of an assignment. Each section includes full motion videos and audio with exercises that reinforce the content. 2) Test Taking. Presents a system for approaching tests, with specific sections on objective tests (true/false, multiple choice, and matching) and subjective tests (essay).

VIDEOS

Special Interview Challenges: Minorities, Women and People with Disabilities (also comes with reproducible worksheets for students)
This video teaches tactful and positive responses to challenging interview questions for those groups having a hard time breaking through the traditional hiring barriers. It illustrates proper techniques for successful interviewing. A special emphasis is placed on avoiding the "victim" role. It also acquaints the user with terms such as networking and informational interview.

Part of the Team
This video was produced as a public service by the IBM corporation in cooperation with the National Easter Seal Society and the Work Environment and Technology Committee of the President's Committee on Employment of People with Disabilities. This video introduces you to eight managers and supervisors who know first-hand about working with people with disabilities as well as ten people with different kinds of disabilities. "Part of the Team" is valuable for: awareness training on diversity in the workforce; addressing questions about supervising people with disabilities; and information on whom to call for free assistance on hiring and accommodating people with disabilities.

Nobody is Burning Wheelchairs

Informational Interviewing: A Foot in the Door
How to tap the great potential of an informational interview is discussed in this new,

up-beat, and relevant video. Informational interviews are a great way to learn about an industry, a company, a job title, and more. This new career resource even covers preparing for an informational interview, preliminary research to do ahead of time, and some appropriate questions to ask and some questions to avoid. This career resource is a must for today's competitive job market.

Success in College and Career with Attention Deficit Disorders This video program is for graduating high school students, college students, their counselors and educators, and adults with ADD interested in making appropriate career decisions. Information focuses on what people with ADD can do to achieve success in their career and in college. Appropriate school selection, using resources available on campus, communicating with instructors, and developing study strategies are discussed.

MISCELLANEOUS

How to Reduce Test Anxiety
This is an **audio tape** designed to help students who have trouble with test anxiety reduce their stress and become more effective test takers.

Career Education Wall Charts
Prepared under the direction of Dr. Carl McDaniels, a nationally-known career educator, these wall charts have strong graphics and are extremely informative. Charts include Women in Nontraditional Careers, How to Interview for a Job, Locating Jobs through Classified Ads, Health Careers, Careers in Sports Fields, Educational Requirements for 400 selected Occupations, Earnings by Occupation and more.

Remember that all materials on this list are for use **ONLY** in the Adaptive Lab, Monday-Friday, 8am-3:45pm.

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If you would like to use any of the above materials or need assistance, please ask a staff person from the Office of Disability Services to help you.

APPENDIX B

REFERENCES

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Oakton Community College Office of Instructional Support Services. (1993). *Work Values Survey,* Career orientation and options program. Des Plaines, IL.

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